



Maryland Green Registry MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

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HR Consulting, Recruitment & Training Solutions

Member since March 2012

Management and Leadership



Environmental Policy Statement

T.S. Leary & Associates is mindful of the environment. We have specific policies relating to energy efficiency, waste reduction, recycling and other issues as described below.



Environmental Team

Our environmental team consists of the founder and President of the Company, Tonya S. Leary, and volunteer SCORE counselors, Robert Poor, Robert Jones and Archie Caldwell.



Annual Environmental Goals

T.S. Leary & Associates is committed to reducing energy consumption by 20% and recycling 100% of our technology and ink and toner products.



Environmentally Preferable Purchasing

T.S. Leary & Associates is committed to purchasing recycled and environmentally friendly products whenever such a decision is not cost prohibitive. Examples include recycled paper, ink and Energy Star technology products. We also purchase slightly used or repurposed furniture when needed.

☒ **Environmental Restoration or Community Environmental Projects**

T.S. Leary & Associates participates in the annual Go Green Energy Conference hosted by Congressman Roscoe Bartlett at the Frederick Fairgrounds in Frederick, Maryland. The Go Green Energy Conference is a free community service event designed for homeowners, farmers and small business owners to discover practical ways they can save money, use less energy and go green.

Waste

☒ **Solid Waste Reduction and Reuse**

T.S. Leary & Associates reduces solid waste by adopting the following practices:

- *We utilize electronic drafts as much as possible to reduce overall paper consumption and print or copy only what is needed.*
 - *Resumes are received electronically from candidates inquiring about employment opportunities.*
 - *Training presentations are sent electronically to the client for review and approval prior to printing.*
 - *We have eliminated use of our fax machine enabling users to scan and e-mail documents.*
- *Employees are encouraged to print double-sided.*
- *Employees use coffee mugs instead of disposable cups.*
- *Scrap paper, binders, file folders, accordion folders, paper, binding coils, and covers are all reused in our office.*

☒ **Recycling**

T.S. Leary & Associates strives to recycle all recyclable waste and currently recycles 100% of used toner and cartridges through our office supply vendor. The vendor provides rewards for recycling which has resulted in a \$120 cost savings per year.

Energy

☒ **Energy Efficiency**

TS Leary & Associates encourages our employees to be as energy conscious as possible and make smart energy choices. The following practices have been adopted from the US Department of Energy and a checklist is posted in our office as a reminder to employees.

- *Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights.*
- *Switch off all unnecessary lights.*
- *Use natural lighting when possible.*
- *When working late, use task lighting to directly illuminate work areas.*
- *Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.)*
- *If possible, turn off your office equipment and or computer monitors at the end of the work day.*
- *Use efficient ENERGY STAR® products.*
- *Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.*
- *Photocopy only what you need.*
- *Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.*
- *Carpool, bike, or use mass transit when commuting to work.*
- *To save gas: drive the speed limit, accelerate and decelerate slower, and make sure tires are pumped up.*
- *Use durable coffee mugs instead of disposable cups.*

In addition to the measures adopted above, the following practices are also in place.

- *The landlord for our building has an energy management system (EMS) that switches into setback mode during unoccupied hours. Also, computer controls are adjusted after power outages and seasonal time changes.*
- *We have installed solar blinds to block sunlight from entering the office, during the summer months. This reduces the use of the air-conditioning system and blocks unwanted sunlight. In the winter months, blinds are opened on south-facing windows during the day to allow sunlight to naturally heat our workspace. At night, we close the blinds to reduce heat loss.*
- *Electronics are plugged into a surge protector with an on/off switch which helps to cut electricity costs. Equipment is unplugged when not in use (i.e. cell phone chargers, coffeemakers, radios, etc.).*
- *Computers and other electronic devices are programmed to sleep mode when not in use. Monitors are programmed to shut off or switch to standby mode when idle to reduce the energy the device uses which conserves energy.*
- *Motion sensors are located in hallways which reduces energy consumption since they are only in use when it is absolutely necessary*

Transportation



Employee Commute

TS Leary & Associates is located within two or three blocks of the Washington County Transit Department (The County Commuter), which operates all of the public transportation in Washington County. The County Commuter public transit system runs eight, fixed urban routes that originate in Hagerstown and offer service to potential applicants and clients in Funkstown, Halfway, Long Meadow, Maugansville, Robinwood, Smithsburg and Williamsport. The system provides safe, affordable, dependable and accessible public transportation that enhances the mobility of our applicants, employees and customers. In addition, alternative work schedules and telecommuting are permitted to reduce greenhouse gas emissions from employee commuting.



Efficient Business Travel

T.S. Leary & Associates reduces our business travel by conducting phone, video and web conferencing to avoid unnecessary expenses and fuel consumption.



Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.

Learn more at www.green.maryland.gov/registry

